

**Income Maintenance Advisory Committee**  
**Department of Health and Family Services**  
**Division of Health Care Financing**  
**March 17, 2005**  
**\*Minutes\***

County Attendees: **Jackie Bennett**, Racine Co.; **Shiela Drays**, Dodge Co.; **Joanne Faber**, Washington Co.; **Jane Huebsch**, Marathon Co.; **Ed Kamin**, Kenosha Co.; **Doreen Lang**, Wood Co.; **Chris Machamer**, Waupaca Co.; **Luann Page**, Waukesha Co.; **John Rathman**, Outagamie Co.; **Felice Riley**, Milwaukee Co.; **Amy Roland**, Outagamie Co.; **Shirley Ross**, LaCrosse Co.

State Attendees: **Autumn Arnold**, DHFS/BEM; **Jeff Brikowski**, DHFS/BEM; **Mary Claridge**, DHFS/BFS; **Bernadette Connolly**, DHFS/BEM; **Sara Edmonds**, DHFS/BEM; **Janet Even**, DHFS/BEM; **Brian Fangmeier**, DHFS/BEM; **Lisa Hanson**, DHFS/BEM; **Essie Herron**, DHFS/BEM; **Vicki Jessup**, DHFS/BEM; **Jim Jones**, DHFS/BEM; **Donna King**, DHFS/BEM; **Pam Lohaus**, DHFS/BEM/SRO; **Cheryl McIlquham**, DHFS/BEM; **Mike McKenzie**, DHFS/BEM; **Bob Martin**, DHFS/BEM; **Marilyn Rudd**, DHFS/BEM; **Karen Messinger**, DWD; **Rick Zynda**, DHFS/BEM

Administrative Items

- ❑ February minutes were approved.
- ❑ WCHSA has requested updates on the Transportation Broker, an item added to the Governor's budget. DHFS will continue to update IMAC as the process moves forward.

CARES Worker Web (CWW) Demo

Sauk and Jefferson Counties are piloting the CWW, and have transitioned about 500 cases already. Kickoff meetings have been scheduled for March 23<sup>rd</sup> and April 5<sup>th</sup>, and counties are expected to send 3 representatives to one of these sessions.

The demo was a live look at the new client registration screens, and their functionality.

Budget Update

The Joint Finance Committee has posted its hearing dates for the Governor's budget talks.

Sub-Committee Reports

◆ Workload and Finance

This sub-committee has been focusing on updating the workload formula materials. Once changes have been made, the information will be brought back to IMAC. This sub-committee feels this is an important document, and wants to be sure it's kept accurate and useful.

Other items being worked on include Funeral and Cemetery policy issues and funding, along with Fraud and FEV funding.

#### ◆ Program and Policy Coordination

It has been agreed that the IMAC Program Policy Coordination sub-committee, and the W2 C&I Program Connections sub-committee have agreed to merge into one sub-committee, this new sub-committee will decide on a name at their April meeting. See handouts below.

#### ❖ ACCESS Update

Online application launch is being coordinated with the mail in application process in the CWW. Medicare part D and Low Income Subsidy will be added to the website around July 1. See handout below.

With the on-line application, DHFS and local agencies will need to balance the federal FS policy, that allows a filing date to be established with only a name, address, and signature, with the local agency need for an application with all the questions answered.

#### FoodShare Second Party Review Update

- 29% of counties had a 76% or higher completion rate of FS 2<sup>nd</sup> party reviews in 2004
- 42% have a 76% or higher rate so far for 05.

Cheryl McIlquham asked for ideas about why some counties are not completing their 2<sup>nd</sup> party reviews. Most IMAC county members suggested that increased Supervisor workload makes it difficult to find the time to do the reviews. Cheryl reminded counties that a full case review is not necessary, agencies can use the Find and Fix tool which was designed to reduce the second party review processing time and focus on the high error prone areas. If local agencies have other ideas on how to successfully complete the second party review requirements and would like to share this information with the state and other agencies, please contact Lisa Hanson.

IMAC county members also requested that workers with minimal caseloads not be counted as part of the per worker pool. DHFS will work with local agency staff to define a “minimal” caseload.



IMAC  
Program and Policy  
Coordination  
Subcommittee  
Update – 3/17/05



**Utility Standards Analysis**

Jonathan Bader of WISCAP provided some information on utility standards that could result in additional FS benefits for recipients. Both Iowa and Illinois have higher utility expense deductions, in part because of the methodologies that they use. Iowa uses a consultant who does pro bono work for human service agencies. We can change these at any time during the year, but we would opt to change all at once rather than one at a time. We are currently researching methodologies used by these other states and looking at current state data to determine if we can increase other utility expenses (heat and electric) as well, and implement one change in June of 2005.

**Merging with Program Connections Workgroup**

Our subcommittee was briefed on the activities and workplan of the **Program Connections Workgroup** 3/10 by Mike Poma, Amy Mendel and Edie Sprehn. Our subcommittee is ready to merge as early as April.

**Program Participation Grant Update**

Presented by Autumn Arnold and Janet Even today



**Food Stamp Participation Grant Project**  
**ACCESS Status Update**

**2/11/05 to 3/13/05**

***ACCESS Self-Assessment Tool Updates***



**Evaluation data from ACCESS show the following results from 8/16/04 to 3/13/05:**

- Screening questionnaires started to date: **16,946**
- Completed questionnaires to date: **12,834** (76% of those who started)
- Households found potentially eligible for at least one program: **11,528** (89% of those who completed)
- Percentage of people applying for FoodShare and/or Medicaid who say they have used ACCESS prior to applying: 5.6%.
- *Since October 2004, the total number of applicants who say they have used ACCESS is approximately 4,600, or about 215 per week.*



**Outreach updates**

**3/11/05**—11x17 ACCESS poster has been sent to the printer and will be available in mid-April.

**3/4/05**—Completed final WIC demonstration site training. WIC demonstration sites are now up and running in Marinette, Rock and Vernon counties. We now have a total of 18 agencies (including WestCAP, CAP Services, 4 Milwaukee food pantries, 9 tribal health clinics and 3 WIC agencies) serving as demonstration sites for ACCESS.

***Phase III Updates***



**November 2004 through February 2005**—completed Phase III (online query, change report and application) requirements gathering meetings:

**Advisory committees:**

- IMAC Program & Policy subcommittee (11/11)
- IMAC IT subcommittee (12/9)
- IMAC Training and Technical Assistance subcommittee (12/14)

**Local agencies:**

- Local agency supervisors from the Green Bay region (11/12)
- Winnebago County eligibility workers (12/7)
- Washington County eligibility workers and supervisors (12/9)
- Local agency supervisors in Milwaukee County (12/17)
- Local agency supervisors from the Madison region (1/28)
- Local agency supervisors from the Waukesha region (1/28)
- Dane County Change Center staff (2/10)
- Local agency supervisors from the Eau Claire region (2/22)
- Local agency supervisors from the Ashland region (2/23)

**Service providers:**

- Tribal Medicaid Outreach Workers (1/7)
- WestCAP (1/12)

**Service providers (con't):**

- Milwaukee demonstration sites (1/14)
- Waukesha Health Providers Network (1/18)

**Low-income residents:**

- HeadStart parents' group, Fond du Lac (1/17)
- Voices Against Hunger members, Milwaukee (1/19)
- HeadStart parents' group, Montello (1/20)
- 2 financial literacy classes, Madison (1/26 and 1/27)
- Literacy class, Plainfield (1/26)
- Parenting class, Wautoma (1/26)
- HeadStart parents' group, Dodgeville (2/1)
- HeadStart parents' group, Ladysmith (2/9)
- HeadStart parents' group, Strum (1/21)

**2/25/05**—Provided high-level requirements document to Deloitte. Specific development and delivery timelines will be available shortly.

**Phase 2.3**

**7/1/05** - Planned addition of Medicare Part D/Low Income Subsidy to ACCESS screener